

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 12:</b> Foster Family Home Licensing	<b>Effective Date:</b> 3/1/07
	<b>Section 8:</b> Receipt of Application	<b>Version:</b> 1

## POLICY

Licensure applications will include [Application for Foster Family Home Care License \(SF 10100/CW 0317\)](#) or the [Application for Criminal History Background Check](#).

The placement of a related child in a foster home shall be the application date. Therefore the [Application for Criminal History Background Check](#) form must be signed the date of placement.

The application date for a foster family home license shall be the date the following is signed, whichever comes first:

- [Application for Foster Family Home Care License \(SF 10100/CW 0317\)](#)
- [Application for Criminal History Background Check](#)

### Code References

[IC 31-27-4-5: Applying for license](#)

## PROCEDURE

The application for a foster family home license will be completed by the applicant and returned to the licensing worker during the first licensing home visit.

Upon receipt of the application or [Application for Criminal History Background Check](#), the licensing worker will:

1. Input the application date and other information into ICWIS as it is received
2. Mail four [Requests for Personal Reference Statements for Foster Family Home Applicants](#) to applicant's references

Concurrently, refer to separate policies, Chapter 12, [Pre-Service Training Requirements](#) and [First Licensing Home Visit](#).

## PRACTICE GUIDANCE

- N/A

## FORMS AND TOOLS

- [Application for Foster Family Home Care License \(SF 10100/CW 0317\)](#)
- [Application for Criminal History Background Check](#)
- [Requests for Personal Reference Statements for Foster Family Home Applicants](#)

<b>RELATED INFORMATION</b>
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- N/A